

Instructions for On-line Registration in Nucleus

- A. Go to [www.pcom.edu](http://www.pcom.edu)
- B. Click on the word “NUCLEUS” in the upper right hand corner of the page.
- C. Type in your Novell Username and Password.  
If you do not remember your login or password, contact the help desk at 215-871-6110 or via e-mail at [helpdesk@pcom.edu](mailto:helpdesk@pcom.edu). Please let them know the following:
  - Your Name, Banner ID and what Program you're currently in
  - Phone Number where you can be reached
- D. Once you successfully log-in to Nucleus, follow the below steps:
  1. Click: “Resources” tab
  2. In the Administrative Services (Banner) box choose: “Click here to”
  3. Click the blue hypertext: “Click this link to access Banner PCOM web services”
  4. Click: “Student and Financial Aid”
  5. Click: “Registration”
  6. Click: “Select Term” and select the term you are registering for then “Submit”
  7. Click: “Add or Drop Classes”
    - Already know the CRN? Enter it directly in the box then click “Submit Changes”
    - Don't know the CRN? To search for the class:
      1. Click: “Class Search”
      2. Select: The “Subject” of course(s) you want to register for.
      3. Click: “Class Search” A list of available courses will now appear.
      4. Click: In the box to the right of the Course(s) you want. A check mark will appear
      5. Click: “Register”
- E. If registration is successful, you will receive a note on the screen stating “**WEB REGISTERED**”.
- F. If registration **DID NOT** go through, you will receive an error message on the screen indicating the reason the course didn't add to your schedule. Please contact the **Registrar's Office** at (215) 871-6704 or via email at [Registrar@pcom.edu](mailto:Registrar@pcom.edu) with questions regarding errors.
  - Error Messages you may see:
    - a. PRE-REQUISITE ERROR : You are required to take another course prior to registering for this class
    - b. CLOSED COURSE: Course is already full and is closed to registration
    - c. MAJOR RESTRICTION: Course has been developed for another major